



**Wednesday, December 21, 2022  
Select Board Meeting Agenda**

Present were: Jane Nevinsmith, Chair; Randy Izer, Member; Molly Keegan, Member; Amy Parsons, Member. Also present were Carolyn Brennan, Town Administrator; Jennifer James-Sanders, Administrative Assistant; Linda Sanderson, Town Treasurer; Alex LaMarche, Hadley Media Director; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Scott McCarthy, DPW Director; Kim Pieffer, Assistant Town Collector; Tom Quinlan, Building Inspector; Mike Spanknebel, Fire Chief; Jen Trovato, Human Resource Director; Megan Relin, Resident; Laura Baker, Valley Community Development; Hayley Wood, Council on Aging; John O'Leary, Pioneer Valley Planning Commission; Mark Dunn, Resident; and Mike Mason, Police Chief.

**1. Call to Order - 6:00 pm**

**1.1 Call to order**

The Select Board convened a hybrid meeting on Wednesday, December 21, 2022 at 6:00 p.m. at the Hadley Council on Aging—Dining Room at 46 Middle Street, Hadley, MA, 01035 and on Zoom Meeting: 821 9940 6401 there and then to act on the following agenda.

The public may access the meeting remotely by using a computer or telephone and follow the instructions below:

Topic: Select Board Meeting

Time: December 21, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82170939982?pwd=WDI3dWxtY1FuSElmMlRlNjhyUVlwZz09>

Meeting ID: 821 7093 9982

Passcode: 431015

The Chair has asked that it be noted that no party other than Hadley Media recorded this session.

**2. Public Comments**

None.

**3. Consent Agenda**

**3.1 Consent Agenda**

Warrants	AP2234, AP22324S, AP2323S, AP2323
Minutes	February 17, 2021; March 17, 2021, August 18, 2021, September 1, 2021, September 15, 2021, September 29, 2021, October 27, 2021, November 3, 2021
Ambulance Contract Extension	Action Ambulance

Committee for Diversity, Equity and Inclusion Appointment	Megan Relin
Common Victualler License	Latino's Cuisine - contingent upon issuance of a Food Permit

Megan Relin introduced herself and presented her interest and qualifications for appointment to the Committee for Diversity, Equity, and Inclusion.

Motion to accept the Consent Agenda.

Motion: Keegan

Second: Izer

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

#### **4. Old Business**

##### **4.1 License Renewals**

Jennifer Sanders James requested that the Select Board review and approve a list of license renewals for 2023.

Motion to approve the license renewals for 2023.

Motion: Keegan

Second: Izer

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

##### **4.2 Econolodge**

Laura Baker of the Valley Community Development provided an update to the Select Board regarding the Econolodge project converting hotel rooms to housing. The project is moving towards the acquisition phase of the property and taking title during the first week of January 2023.

Once a letter from the State has been received by the VPC supporting the project, a letter would be submitted to the Zoning Board of Appeals.

Inquiries regarding short-term leases have already been received by the VPC. The inquiries include using the facility for some homeless sheltering for 3 months. The demand is typically from January through March for overflow capacity. The Planning Board has not yet been advised regarding short-term leasing inquiries.

Bill Dwyer mentioned that historically if/when a property use changes, buy-in needs to be obtained from the Building Inspector as well as the Fire Department. Laura confirmed that the VPC would be checking with Fire, Police, and Building Inspector before offering any part of the property for short-term use.

## **5. New Business**

### **5.1 9 Algonquin Drive Abatement**

Scott McCarthy, DPW Director, recommended that the requested abatement be approved. A new water meter cannot be installed as there is not a complete meter kit available.

Motion to approve the requested abatement.

Motion: Keegan

Second: Izer

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

### **5.2 ADA Planning and Self-Evaluation**

The Select Board discussed the Community Development Block Grant funding the ADA Planning & Self Evaluation Plan. John O'Leary, Senior Planner from the PVPC had requested that the Select Board provide a list of likely participants in the development of the plan prior to meeting with the outside consultant.

The Town had previously received \$37,400 in FY 2021 to hire consultants to assist with the Self Evaluation Plan. The Self Evaluation Plan is to identify potential barriers to accessibility and actions underway.

Jane Nevinsmith mentioned that perhaps Hayley Wood, Director of the Hadley Senior Center would be a likely participant. Hayley shared her support and experience with developing such a plan.

Mark Dunn also volunteered to serve on the committee.

John O' Leary will contact Hayley and Mark.

### **5.3 Acting Sergeant Appointment**

Chief Mason asked the Select Board to appoint Jacob Marini to Acting Sergeant effective January 8, 2023 to fill a vacancy due to an extended medical leave of absence for a sergeant who is expected to be absent for a year. Additionally, a few officers are also out with illnesses/injuries. At the same time, a detective has been assigned to three cases. There is an overall shortage of patrol officers.

By way of additional background, the Chief is waiting to hear from the Municipal Police Training Commission regarding waivers and exemptions which may lead to changing titles from Full-Time Officer to Part-Time Officer for two individuals, thus resulting in a reduction in capacity. These two individuals would have to complete training at the Bridge Academy. Once training is completed, they can be reassigned as full-time officers.

The Chief also asked for approval to hire a full-time officer to backfill the position that has been and will be temporarily vacant due to Mike Romano's absence.

Motion to approve the promotion of Jacob Marini and to open a requisition for the hiring of another police officer to backfill for Mike Romano.

Motion: Keegan

Second: Parsons

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

#### **5.4 Police Department Sick Bank**

The Select Board considered the Memorandum of Agreement between the Town of Hadley and the UPSEU and Mike Romano.

Motion to approve moving hours in the sick time bank to Mike Romano.

Motion: Keegan

Second: Parsons

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

#### **5.5 Hadley Business Council Formation**

The Select Board postponed the discussion related to the formation of a Hadley Business Advisory Council.

### **6. Items for Future Discussion**

Randy Izer mentioned that somebody is trying to sell a home on Birch Meadow Road. The road has never been accepted by the Town. The buyer's attorney is pushing back to seek resolution. Randy suggested a conversation with the Planning Board. Historical information will be gathered in advance.

Molly mentioned the need to revisit (1) improving communications with the community, (2) clarifying the goals and responsibilities of the Select Board and the Town Administrator, (3) specific Town Administrator goals, and (4) the performance review process related to the Town Administrator.

### **7. Town Administrator Report**

Carolyn Brennan is now providing a written document on BoardDocs to update the Board regarding project status and relative information inclusive of progress and challenges. Carolyn also shared that she had recently attended a seminar relating to electric vehicles and funding to help pay for and placement of charging stations. There has been only one response from an outside consultant who would assist in the efforts around classification, compensation, and succession planning of Town employees. Carolyn will reach out to others with the intended scope of work. A group of Town Administrators in Western Mass. are getting together on a bi-monthly basis to share challenges and ideas.

May 4 is the date for the Annual Town Meeting. Most budget requests from departments and boards have been received for FY 2024 which will be presented at the Town Meeting.

The ambulance should be up and running in May.

There is a meeting scheduled with FEMA and MEMA for January 9 relating to education and communication around flood preparedness and the levee.

#### **8. Announcements**

None.

#### **9. Adjournment**

Motion to adjourn.

Motion: Izer

Second: Parsons

Roll call vote: Nevinsmith: Aye, Izer: Aye, Keegan: Aye, Parsons: Aye.

Meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Peter Lore and Jennifer Sanders James